

Chapter Four

STUDENT RESPONSIBILITIES

STUDENT ELIGIBILITY

Students are potentially eligible for employment through the SWS program if they meet the following criteria:

- Financial need as determined in accordance with the federal needs analysis formula and provisions recognized by the HECB.
- The student is enrolled or accepted for enrollment at least half time at an eligible institution.
- Washington resident students take first priority, but non-resident students are eligible to participate.
- The student must maintain satisfactory progress toward a degree certification.
- The student must not owe a refund or repayment on a state or federal financial aid grant program.
- The student cannot be in default on a loan made, insured, or guaranteed under federal or state financial aid student loan programs.
- The student cannot be pursuing a degree (major or minor) in Theology.

Washington Residents WAC 250-18 and 250-40; and RCW 28B.15.

Students determined to be out-of-state residents may participate in the program as long as the institution can demonstrate a priority in placing Washington State residents.

THEOLOGY STUDENTS

Students pursuing a degree in theology are not eligible to participate in the SWS program. A student is best advised to contact the institution they plan to attend to determine whether the institution considers the student's course(s) to be theology major(s) for which its students are ineligible to receive state financial aid.

STATE WORK STUDY AWARD

In order to participate in the program, a student must have been determined eligible and awarded SWS by the institution.

INTERVIEWS

Once a student has been determined eligible to participate in the SWS program they must interview with eligible or prospective employers for possible employment opportunities.

**EMPLOYEE
RESPONSIBILITIES**

A student who is employed in a SWS position accepts responsibility to fulfill employment obligations. The student must accurately complete the student's portion of actual hours worked on the time sheets and submit them by the employer's deadlines. The student and supervisor must track hours worked to prevent over-award.

**FINANCIAL AID
RESPONSIBILITIES**

Each SWS student must report any changes affecting their SWS eligibility, enrollment, or financial aid status to the institution.

**CONTINUED
ELIGIBILITY**

Each SWS student must maintain eligibility to participate in the program, and must satisfactorily complete at least the minimum number of credit or clock hours as required by the institution for receipt of financial aid.

Satisfactory Progress

The student employed under the SWS program must maintain satisfactory progress toward degree or certificate completion in accordance with the institution's satisfactory progress policy approved by the Student Financial Assistance Division at the HECB.

**Default/Refund/
Repayment**

The student must not owe a refund or repayment on a state or federal financial aid grant program and is not in default on a loan made, insured, or guaranteed under federal and state financial aid student loan programs.

**PENALTY FOR
FALSE
INFORMATION**

Any student who is awarded SWS funds as a result of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

**STUDENT
HANDBOOK**

The student handbook is available from the HECB to explain the SWS program and work study, in general, to students. These can be ordered in print for student orientations or can be viewed at the HECB Web site.